

SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1. PROPOSAL PREPARATION

- a. In order to be considered for award of a contract, the Offeror must submit a proposal in conformance with the requirements of this solicitation. The offer shall consist of two parts, as follows:
 - 1. The Business Proposal as discussed at Section L.5; and,
 - 2. The Technical Proposal as discussed at Section L.6.
- b. The two parts of the proposal discussed above must be submitted in separate enclosures, as follows: (1) an enclosure consisting of the original Business Proposal, two copies of the Business Proposal and the original Technical Proposal; and (2) another enclosure consisting of five copies of the Technical Proposal.
- c. The Business Proposal must contain all references to management fees or other costs or prices to be incurred (or credits to be received) by the Board, except trading costs, which are to be addressed in the Technical Proposal. This means that, except for trading costs, the Business Proposal must include any aspect of the offer that has a cost applicable to it. No cost or price information, except trading costs, may be included in the Technical Proposal.
- d. Offerors are advised that it is neither necessary nor appropriate to reproduce and submit the entire solicitation package as part of the proposal.

L.2. SOLICITATION PROVISIONS INCORPORATED BY REFERENCE
(FEB 1998) (FAR 52.252-01)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the

provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.arnet.gov/far>

(End of provision)

The following clauses are hereby incorporated by reference:

<u>TITLE</u>	<u>FAR CITATION</u>
Data Universal Numbering System (DUNS) Number (JUN 1999)	52.204-06
Instructions to Offerors - Competitive Acquisition Acquisition (NOV 1999) Alternate I (OCT 1997)	52.215-01
Evaluation of Compensation for Professional Employees (FEB 1993)	52.222-46

L.3. TYPE OF CONTRACT (APR 1984) (FAR 52.216-01)

The Government contemplates award of a firm, fixed-price contract resulting from this solicitation.

(End of provision)

L.4. SERVICE OF PROTEST (AUG 1996) (FAR 52.233-02)

- a. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Strat D. Valakis, Contracting Officer, Federal Retirement Thrift Investment Board, 1250 H Street, N.W., Washington, DC 20005-3952.
- b. The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.
- c. It is the policy of the Federal Retirement Thrift Investment Board (the Board) to fully implement all protest decisions rendered by the competent protest venues. However, the Board's statutorily imposed fiduciary responsibilities require that all final determinations regarding the implementation of protest decisions be rendered by the Executive

Director of the Board in sole consideration of the best interests of the participants in the Thrift Saving Plan.

(End of provision)

L.5. INSTRUCTIONS FOR BUSINESS PROPOSAL

- a. The Offeror must submit as part of its proposal a "Business Proposal." The Business Proposal shall include all proposal data required by Sections B and K of this solicitation. The Business Proposal shall be in accordance with the requirements of L.1, L.2, this provision, and shall conform to the format in b.
- b. Administrative Data -- the Offeror shall:
 1. Indicate the names and addresses of any Federal, State or other governmental audit or inspection agencies having oversight with respect to the Offeror. (Example: Securities Exchange Commission, Comptroller of the Currency, or State Agency);
 2. State its place of business, including the street address, and the name and address of the owner and operator of facilities other than the Offeror's when it is reasonably expected that such facilities will be used in the performance of the contract; and,
 3. Indicate if it has the necessary financial capacity, working capital and other resources necessary to perform the contract without assistance from any outside source (if not, indicate the amount required and the anticipated source).

L.6. INSTRUCTIONS FOR TECHNICAL PROPOSAL

- a. The Offeror must submit as part of its proposal a "Technical Proposal." The contents of the Technical Proposal shall be keyed to the Technical Proposal requirements as outlined below. As far as possible, the Technical Proposal shall be in the same topical sequence as this solicitation document.
- b. In accordance with the clause at M.4 of this document, in order to be considered for award of a contract, all Offerors must meet certain minimum technical qualifications. The Technical Proposal therefore should be preceded by the Offeror's certification that it meets each of the minimum qualification standards listed in the clause at M.4.

- c. By submitting this proposal, the Offeror grants representatives of the Board authorization to check references of the Offeror. In addition, the Offeror grants representatives of the Board authorization to conduct reference checks of the performance of the personnel and quality of project management offered in support of the contract.
- d. Technical proposal preparation
 - 1. Provide a brief synopsis of the proposal. State broadly how the proposal meets the requirements and the intent of the specification. List all exceptions taken to the technical portion of the solicitation requirements and include appropriate rationale for each. Where alternate proposals are made, discuss the controlling principles behind each.
 - 2. In response to the questions in Attachment 1 in Section J, or elsewhere in your proposal, address the minimum technical qualifications set forth in M.4, and include specific substantiation to support the Offeror's ability to meet each requirement.
 - 3. The Technical Proposal shall conform to the other instructions provided elsewhere in this solicitation. The specific areas the Board will be evaluating and the relative importance assigned to each area are included in Section M.

L.7. SOLICITATION INFORMATION

Solicitation interpretation and assistance may be obtained by contacting:

Federal Retirement Thrift Investment Board
1250 H Street, NW
Washington, D.C. 20005-3952
ATTN: Ms. Mary F. Parker
Phone: (202) 942-1694

L.8. RECEIPT OF PROPOSALS

- a. The place designated for the receipt of proposals is the following:

Federal Retirement Thrift Investment Board
1250 H Street, NW
Washington, DC 20005-3952

- b. **Proposals must be received by the Board no later than 4:00 p.m., eastern time, on July 12, 2000.** Late proposals will not be considered, except under exceptional circumstances, as provided for by law or regulation.
- c. To ensure that the proposal arrives at the proper place on time and to prevent opening by unauthorized individuals, your proposal must be identified on the wrapper as follows:

Proposal Submitted in Response to Solicitation
No. RFP TIB-00-R-01
Package No. _____ of _____
Date: _____
ATTN: Mary F. Parker

Contents: _____
(In accordance with the other instructions, this blank should list either "Business Proposal and Original Technical Proposal" or "Copies of Technical Proposal and Financial Data.")

- d. If a receipt is required when delivering a proposal, the Offeror is instructed to prepare a receipt document in advance and present it to the person at the delivery location. The receipt document must state the following:

Proposal submitted in response to
Solicitation No. RFP TIB-00-R-01

Due Date: July 12, 2000; 4:00 p.m., eastern time

Date and Time Received: _____

Signature _____

(Provide adequate space on the form to allow a time and date stamp.)

L.9. MARKING OF INFORMATION TO RESTRICT DISCLOSURE AND USE OF DATA

- a. A proposal may include data, such as a technical design or concept or financial and management plan, which the Offeror does not want disclosed to the public for any purpose or used by the Board for any purpose other than evaluation of the proposal. If an Offeror wishes to restrict its proposal in this way, it shall mark the title page with the following legend:

These data, furnished in connection with Request for Proposals No. RFP TIB-00-R-01, shall not be disclosed outside the Board and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided that, if a contract is awarded to this Offeror as a result of or in connection with the submission of these data, the Board shall have the right to duplicate, use, or disclose the data to the extent provided in the contract. This restriction does not limit the Board's right to use the information contained in the data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets _____.

- b. The Offeror shall mark each sheet of data which it wishes to restrict with the following:

Use or disclosure of proposal data is subject to the restriction of the Title Page of the Proposal.

- c. Notwithstanding the above, records or data bearing such a legend as in the above paragraph may be otherwise subject to release under the terms of the Freedom of Information Act, 5 U.S.C. 552, as amended. It is noted, however, that absent a request for such records or data pursuant to the statutory provisions (the Freedom of Information Act, 5 U.S.C. 552, as amended), and the subsequent determination of releasability, the legend shall be honored in accordance with the above.

L.10. TELEGRAPHIC PROPOSAL

Telegraphic or facsimile proposals will not be considered, although proposals may be modified by telegraphic notice provided such notice is actually received prior to the closing date and time.

L.11. INSURANCE AND BONDING REQUIREMENTS

Submission of a proposal shall constitute a certification by the Offeror that it is in compliance with all state and Federal laws with respect to insurance and bonding requirements.

L.12. MINIMUM ACCEPTANCE PERIOD

Offerors allowing less than 120 calendar days in the "offer" portion of SF 33, Section A, for acceptance by the Board will be rejected as unacceptable.

L.13. INCURRED COSTS

The Board is not liable for any costs incurred by the Offerors in preparing and submitting proposals in response to this solicitation.

L.14. PRE-AWARD SURVEY/VISITATION/POST AWARD CONFERENCE

The Board reserves the right to visit all qualified Offerors to inspect their facilities and operations prior to any determination of contract award under this solicitation. In lieu thereof, the Board may choose to inspect the apparent successful Offeror's facility prior to award of contract. Subsequent to award, a post-award conference may be conducted either at the Board or at the Contractor's facility.

[END OF SECTION]